

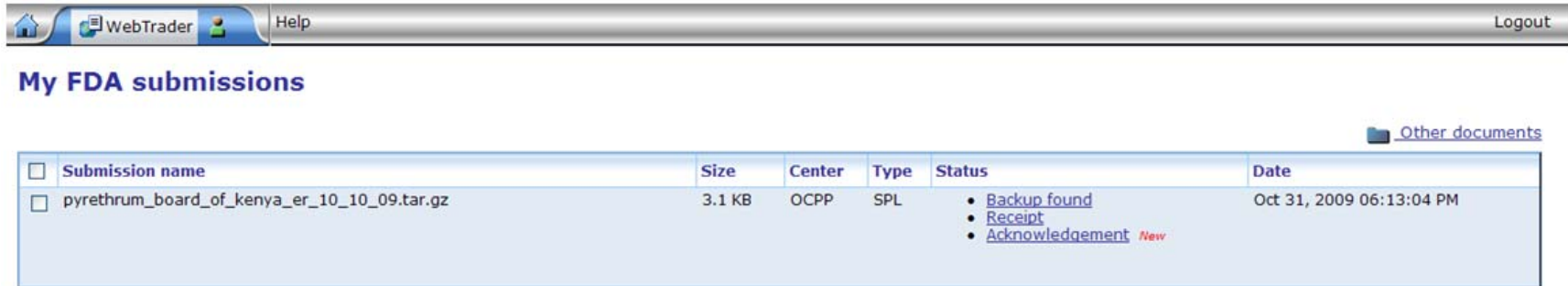
# Locating the Gateway Core ID & Downloading SPL Error Messages

Basic instructions for locating the  
Gateway Core ID and downloading  
SPL error messages.

Version 1.0

# **Locating the Gateway Core ID**

# Log onto FDA Gateway




The screenshot shows the FDA Gateway WebTrader interface. At the top is a navigation bar with a home icon, 'WebTrader', a user icon, 'Help', and a 'Logout' link. Below the bar, the heading 'My FDA submissions' is displayed. To the right of this heading is a link for 'Other documents'. Below the heading is a table with the following data:

<input type="checkbox"/>	Submission name	Size	Center	Type	Status	Date
<input type="checkbox"/>	pyrethrum_board_of_kenya_er_10_10_09.tar.gz	3.1 KB	OCPP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a> <i>New</i></li></ul>	Oct 31, 2009 06:13:04 PM

- Log onto the FDA Gateway
- Select the “My FDA submissions” or “Other documents” hyperlinks

# Selecting the File w/Core ID

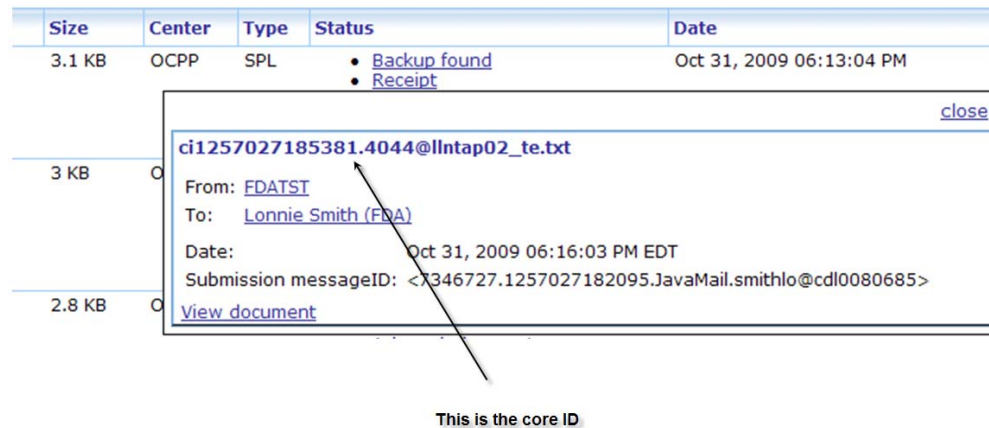
Center	Type	Status	Date
OCPP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a> <i>New</i></li></ul>	Oct 31, 2009 06:13:04 PM



Click the "Acknowledgment" hyperlink

- The **first** "Acknowledgment" link should take you to window with core ID.

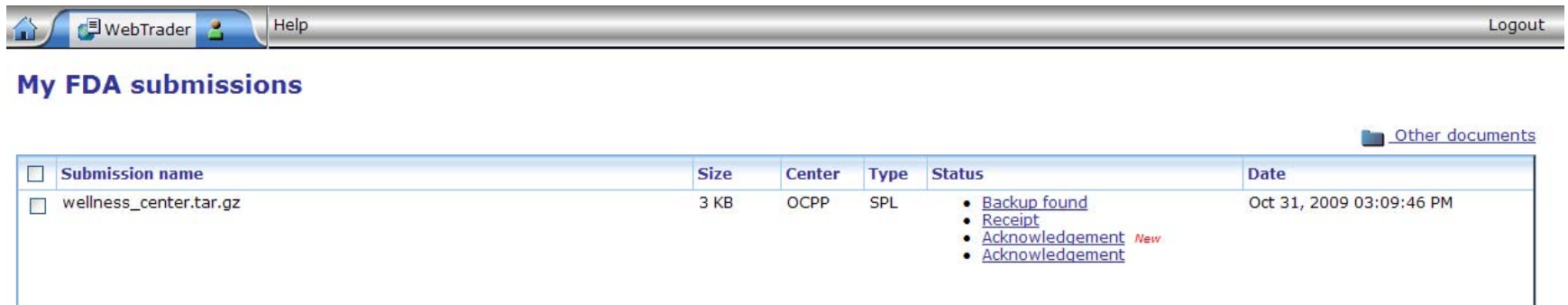
# Finding the Core ID



- After selecting the “Acknowledgment” hyperlink, window should display.
- Core ID is located in top left of “Acknowledgment” window. (.txt is not part of the actual core ID)
- Use this core ID to reference submission when communicating with FDA about status or issue with SPL document.

# **Downloading Error Messages**

# Finding Error Messages



The screenshot shows the FDA Gateway WebTrader interface. At the top is a navigation bar with a home icon, 'WebTrader' text, a user icon, 'Help', and a 'Logout' link. Below this is a section titled 'My FDA submissions'. To the right of this section is a link for 'Other documents'. The main content is a table with columns: Submission name, Size, Center, Type, Status, and Date. One submission is listed: 'wellness\_center.tar.gz' (3 KB, OCPP, SPL). The Status column for this submission contains a bulleted list of links: 'Backup found', 'Receipt', 'Acknowledgement' (marked as 'New'), and another 'Acknowledgement'.

<input type="checkbox"/>	Submission name	Size	Center	Type	Status	Date
<input type="checkbox"/>	wellness_center.tar.gz	3 KB	OCPP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a> <i>New</i></li><li>• <a href="#">Acknowledgement</a></li></ul>	Oct 31, 2009 03:09:46 PM

- Logon to the FDA Gateway
- Select the “My FDA submissions” or “Other Documents” hyperlinks

# Selecting Error Message

Size	Center	Type	Status	Date
3 KB	OCPP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a></li><li>• <a href="#">Acknowledgement</a> <span>New</span></li></ul>	Oct 31, 2009 03:09:46 PM



Click on second (or third) "Acknowledgment" hyperlink

- Receipt of a second or third “Acknowledgment” hyperlink is indicative that there is an error with your submission.
- Click on second (and third, if available) “Acknowledgment” hyperlink.



# Opening Error Messages

The screenshot shows a web interface with a table of messages and a detailed view of a selected message. The table has columns: Size, Center, Type, Status, and Date. The first row is highlighted and shows a 3 KB message from OCPP, Type SPL, Status 'Backup found', 'Receipt', and 'Acknowledgement' (marked as 'New'), dated Oct 31, 2009 03:09:46 PM. Below the table, a detailed view of the selected message is shown. It includes the filename 'ci1257016187076.9279@lntap01\_te.xml' and a 'close' link. The message details are: From: F0ATST, To: Lonnie Smith (FDA), Date: Nov 1, 2009 12:34:11 PM EST, and Submission messageID: <18012736.1257016184535.JavaMail.smithlo@cdl0080685>. A 'View document' hyperlink is at the bottom left of the message details. An arrow points from the text 'Click "View document" hyperlink' to this link.

Size	Center	Type	Status	Date
3 KB	OCPP	SPL	<ul style="list-style-type: none"><li>Backup found</li><li>Receipt</li><li>Acknowledgement <i>New</i></li></ul>	Oct 31, 2009 03:09:46 PM

[close](#)

ci1257016187076.9279@lntap01\_te.xml

2.8 KB

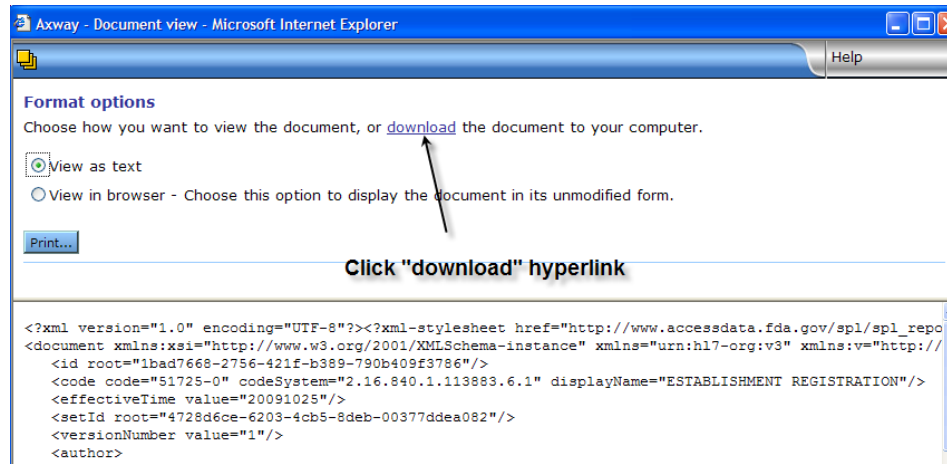
From: F0ATST  
To: Lonnie Smith (FDA)  
Date: Nov 1, 2009 12:34:11 PM EST  
Submission messageID: <18012736.1257016184535.JavaMail.smithlo@cdl0080685>  
[View document](#)

2.7 KB

Click "View document" hyperlink

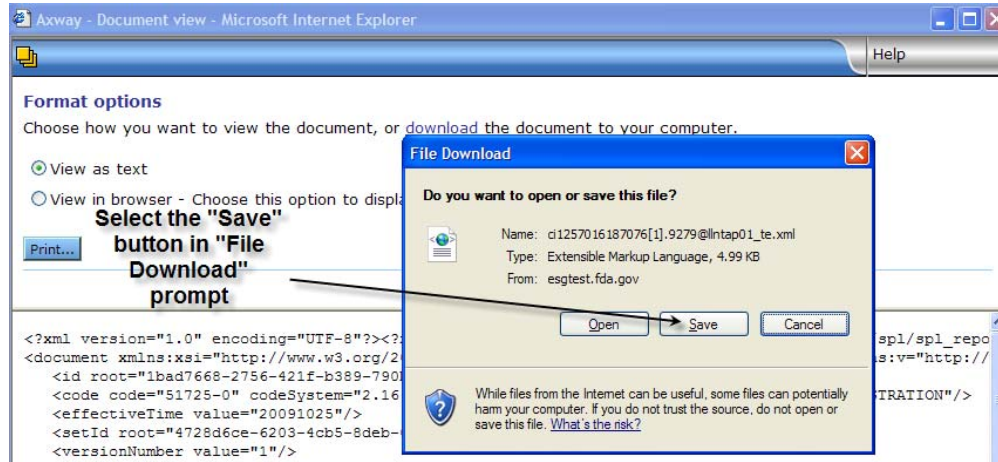
- Click the “View Document” located in the bottom left corner of Acknowledgment prompt window.

# Downloading Error Message



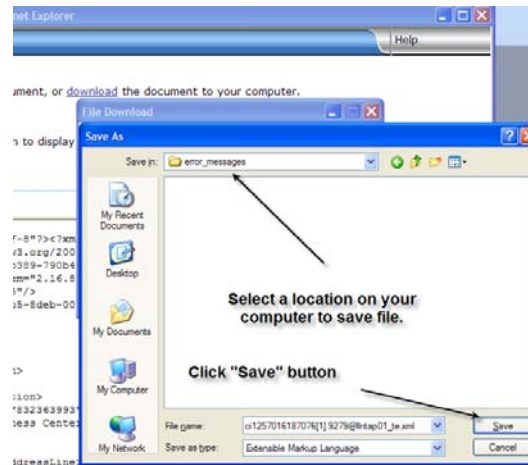
- Select the “download” hyperlink to download the error message to location on computer

# Saving the Error Message Document



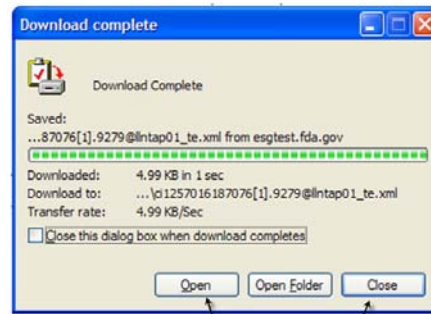
- Click the “Save” button in the “File Download” window prompt.

# Saving the Error Message Document cont...



- Navigate to preferred location on your computer in which to store the error message.
- Click the “Save” button to save message in preferred location.

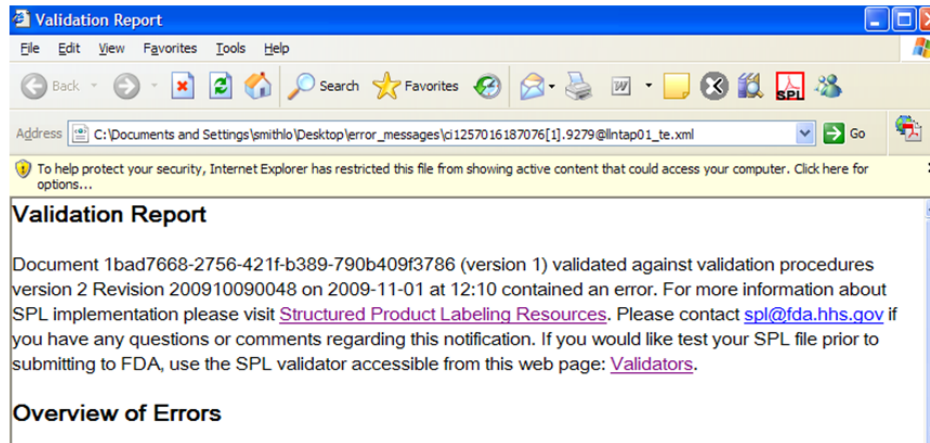
# Completing Download



Select "Open" or "Close" buttons

- You can open the message from the “Download complete” window prompt
- You can also close the window and directly open from location on your computer where message was stored.

# Review the Error Message



- Review the error message

# Test Your SPL R4 Submissions

- Use Pragmatic Data Validator Lite to test your SPL files prior to transmission to FDA:  
<http://www.fda.gov/ForIndustry/DataStandards/ucm155514.htm>
- NOTE
  - This validator tool is **NOT** connected to FDA database.
  - This tool assist you in detection of 90 – 95% of technical errors in SPL documents.

# Submitting Files via FDA Gateway

WebTrader Help Logout

## Send document

Select who will receive the document

Gateway: FDATST

Center:  **Select the "OC" center**

## Select the contents of the submission

Enter a path to a file or a directory. If a directory is entered, then the entire contents of the directory will be included in the submission. All the paths stored in the submission will be relative from the provided directory path unless an alternate root directory is entered.

Path:  **Browse...** **Ensure that you are submitting SPL in a folder (file name should not appear in the path field)**

Root directory:  **Browse...**

Submission type:  **Select "SPL" as the submission type**

## Select a signing certificate

Current file: M:\SPL\_Main\gateway\Lonnie Smith\Lonnie Smith.p12

New file:  **Browse...**  
MyCertificate.p12 or MyPrivateKey.pfx

**Send**



# Stay Informed

- Join FDA Data Standards Council listserv
- <http://www.fda.gov/ForIndustry/DataStandards/default.htm>



The screenshot shows the FDA Data Standards Council website. At the top is the U.S. Department of Health & Human Services header with the www.hhs.gov URL. Below is the FDA U.S. Food and Drug Administration logo and a search bar. A navigation bar lists various FDA categories. The 'For Industry' section is highlighted, with a breadcrumb trail: Home > For Industry > Data Standards. On the left is a 'Data Standards' sidebar menu with links to Validators, Data Council, Structured Product Labeling, Individual Case Safety Reports, and Regulated Product Submission. The main content area is titled 'FDA Resources for Standards' and features a 'Sign up for email updates.' link with an arrow pointing to it. Below this is a paragraph about the council's mission and a link to 'Structured Product Labeling'.

U.S. Department of Health & Human Services www.hhs.gov

**FDA** U.S. Food and Drug Administration

A-Z Index Search  go

Home | Food | Drugs | Medical Devices | Vaccines, Blood & Biologics | Animal & Veterinary | Cosmetics | Radiation-Emitting Products | Tobacco Products

**For Industry** Email this page Print this page Change Font Size

Home > For Industry > Data Standards

Data Standards
Validators
Data Council
Structured Product Labeling
Individual Case Safety Reports
Regulated Product Submission

### FDA Resources for Standards

 Sign up for email updates. ←

The FDA Data Standards Council coordinates the evaluation, development, maintenance, and adoption of health and regulatory data standards to ensure that common data standards are used throughout the agency.

[Structured Product Labeling](#)

# SPL-related Technical Assistance/Questions

- SPL e-mail account ([spl@fda.hhs.gov](mailto:spl@fda.hhs.gov))